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## Help with the Event Directory

The Event Directory is your centralized source for finding interesting [Events](#) and [Event Schedules](#), such as your favorite football team's season schedule, chat events on your preferred topics, and bands playing in your area. To find Events that interest you, just browse through an Event Category until you find the Events you want on the dates you need. You can then [add](#) any Event or Event Schedule to your Calendar.

The top level or Index of the Event Directory is your starting point for browsing Event Schedules and individual Events. It lists all the [Event Categories](#) that are currently available. We will continue to add more Categories, so check back often!

Each When.com™ category has its own home page, which contains various links and pop-up menus to help you refine your Event Schedule selections. You can go to any Event Category's home page (e.g., Video Releases) by clicking on the underlined Category name.

As you explore an Event Directory Category, all previously visited pages will be listed at the top of the window, underneath the category's title bar. You can always return to a previous page by clicking on one of these links.

Once you find an interesting Event or Event Schedule, you can [track it](#) in the My Tracked Event Schedules area of the Event Directory, or in the Event Tracker panel in your Calendar.

For more information about using the Event Directory, see:

- [What are Events and Event Schedules?](#)
- [Event Directory Categories and Home Pages](#)
- [Event Schedules: List View](#)
- [Event Schedules: Week View](#)
- [Event Schedules: Month View](#)
- [Event Details View](#)
- [Using the Event Directory to Add Events to Your Calendar](#)
- [Using the Event Notification Feature](#)
- [Event Directory Buttons, Links, and Controls](#)

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### What are Events and Event Schedules?

**Individual Events** are just that: individual occurrences of an Event. Add an individual Event to your Calendar to avoid missing the season finale of your favorite TV show, the release date of a highly-anticipated CD, that local concert by your favorite band, etc.

To find individual Events, browse through the Event Schedules in the My Tracked Event Schedules area of the Event Directory, any category in the Event Directory, or even the Event Tracker panel in your Calendar's Day or Week View.

If you add an individual Event to your Calendar from the Event Directory, it is placed directly into your Calendar.

**Event Schedules** list all the Events for a specified subject. Track an Event Schedule to keep abreast of your favorite sports team's games, all music Web broadcasts, all new movie releases, etc.

To find Event Schedules, browse through the Event Category of your choice using the Event Directory. If you have not started tracking any Event Schedules, click on the Quick Start button (in the My Tracked Events Area to the left of the Event Directory) to get a quick overview of the Event Directory's most popular Event Schedules.

Once you start tracking an Event Schedule, it is placed in the Event Tracker panel.

For more information, see [Using the Event Directory to Add Events to Your Calendar](#).

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## **When.com Event Categories and Home Pages**

Here is the current list of Event Category Home pages:

- **Books: Book Releases**
- **Computer and Internet Events: Chat Events**
- **Computer and Internet Events: Web Broadcasts**
- **Cultural Events: Art, Classical Music, Dance, Opera, and Theatre**
- **Finance: Earnings & Dividend Reports**
- **Finance: Upcoming IPOs**
- **Movies: DVD Releases**
- **Movies: Movies in Theaters**
- **Movies: Video Releases**
- **Music: Concerts**
- **Music: CD Releases**
- **Special Interest: Wine Events**
- **Sports: Pro and College Teams**
- **Television: Favorite Shows and Networks**
- **Trade Shows: General Industry**
- **Trade Shows: Technology**
- **Reference: Holidays**
- **Reference: Horoscope**
- **Reference: Weather**

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## Event Schedules: List View

The List View sorts all available Events for a given Event Schedule by date and/or alphabetically. It also lists additional information for each Event, such as movie genre or CD artist. In some cases, like Holidays, the listings can stretch across multiple years.

To view additional items in the list, click the Next -- Events link at the bottom of the Event Schedule.

To view details for an individual Event, click on it. The Event Details window will appear.

To add the entire Event Schedule to your Calendar's Event Tracker panel and to the My Tracked Events area in the Event Directory, click the Tracker button at the top of the page.

To add individual Events from the Event Schedule to your Calendar, click the check boxes next to the Events you want to add, then click the Add or Add to My Calendar button.

To notify a person or group of people (including yourself, if you like) about this Event Schedule, click the Tell A Friend button.

For more information, see [Using the Event Directory to Add Events to Your Calendar](#), [Using the Event Notification Feature](#), or [Event Details Buttons, Links, and Controls](#).

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## Event Schedules: Week View

This view displays all available Events for a given Event Schedule in a week grid view.

To view details for an individual Event, click on it. The Event Details window will appear.

To add the entire Event Schedule to your Calendar's Event Tracker panel and to the My Tracked Events area in the Event Directory, click the Tracker button at the top of the page.

To add individual Events from the Event Schedule to your Calendar, click the check boxes next to the Events you want to add, then click the Add Checked Events to My Calendar button.

For more information, see [Using the Event Directory to Add Events to Your Calendar](#) or [Event Details Buttons, Links, and Controls](#)

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## Event Schedules: Month View

This view displays all available Events for a given Event Schedule in a month grid view.

To view details for an individual Event, click on it. The Event Details window will appear.

To add the entire Event Schedule to your Calendar's Event Tracker panel and to the My Tracked Events area in the Event Directory, click the Tracker button at the top of the page.

To add individual Events from the Event Schedule to your Calendar, click the check boxes next to the Events you want to add, then click the Add or Add To My Calendar button.

For more information, see [Using the Event Directory to Add Events to Your Calendar](#) or [Event Details Buttons, Links, and Controls](#).

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## Event Details View

Event Details pages show expanded information and links for individual Events, such as movie synopses, CD Releases sound samples, and links to purchase opera tickets. To see the Details for an Event, click on an individual Event listing in your [Calendar](#), or in an [Event Schedule](#).

To add an Event directly to your Calendar from within Event Details view, click the Add to Your Calendar button. You will receive the following message: "Success: "Event Name" has been added to your Calendar." The newly added Event will be visible in any Calendar view that contains the Event's date.

To notify a person or group of people (including yourself, if you like) about this Event, click the Tell A Friend button.

To return to the previous page without making any changes to your Calendar, click the Back button.

**Note:** Some listings do not have specific start or end time information.

For more information, see [Using the Event Directory to Add Events to Your Calendar](#), [Using the Event Notification Feature](#), or [Event Details Buttons, Links, and Controls](#).

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## Using the Event Directory to Add Events to Your Calendar

You can add individual [Events](#) or track entire [Event Schedules](#) on your Calendar.

### Adding Event Schedules

To add or "track" an Event Schedule, locate the Event Schedule you want to track, then click on its arrow-shaped Tracker button.

The subscribed Event Schedule will immediately appear at the top of the My Tracked Event Schedules area of the Event Directory, highlighted by a "New" tag. Once you move to another page, however, the newly tracked Event Schedule will appear under its category heading in the My Tracked Events area.

The newly tracked Event Schedule will also appear in the Event Tracker panel in your Calendar's Day View. The Schedule will show up on every affected date within its available data range.

### Adding Individual Events

You can add individual Events to your Calendar from [Event Details](#) view, any Event Schedule, or the Event Tracker Panel in your Calendar:

- **Event Details:** From the desired Event Details window, click the Add to Your Calendar button. You will receive the following message: "Success: "Event Name" has been added to your Calendar." Click the Back button to return to the previous page.
- **Event Schedules:** From any Event Schedule, check the check boxes next to each Event you wish to include, then click the Add, Add to Your Calendar, or Add Checked Events to Your Calendar button.
- **Event Tracker Panel:** Click the Add button next to each Event you want to place in your Calendar.

Newly added Events are visible in any Calendar view that contains the Event's date.

You can add or remove Events from your Calendar, but you cannot edit the Event information listed. If an Event is rescheduled or canceled, your Calendar will be updated automatically.

To remove an Event from your Calendar, either click on it from within your Calendar, or locate it in the Event Directory. The Add to Your Calendar button will now be a Remove from Your Calendar button. Click on the button to remove the Event from your Calendar. To leave the Event in your Calendar, click the Back button.

For more information, see [Help with Your Calendar](#) or [Help with Changing Tracked Event Schedules](#).

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## Using the Event Notification Feature

Whenever you come across an interesting Event or Event Schedule, you have the option to send an Email notification to any interested parties (including yourself). To do so:

### Personal Calendars:

1. Click the Tell A Friend button in any Event Details or Event Schedule view
2. The Send Email Notification Window will appear
3. Enter the Email addresses of the people you want to notify (including yourself, if you like) in the To field
4. Enter any additional information in the Message field (this is optional)
5. Click the Preview button to ensure that your Email is satisfactory, the Send Email button to deploy the Email as is, or the Don't Send button to cancel the Email

### Group Calendars:

1. Click the Tell A Friend button in any Event Details or Event Schedule view
2. The Send Email Notification Window will appear
3. Enter the Email addresses of the people you want to notify (including yourself, if you like) in the To field
4. Enter your Email address in the From field (all other blank fields are optional)
5. Click the Preview button to ensure that your Email is satisfactory, the Send Email button to deploy the Email as is, or the Don't Send button to cancel the Email

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## Event Directory Buttons, Links, and Controls

Here is a listing of all the buttons, links, and controls that appear in the Event Directory pages. Not all appear on every page.

- **My Tracked Event Schedules:** A list of all the Event Schedules you are tracking will appear on the left hand side of every Event Directory window. If you are not tracking any Event Schedules, the Quick Start Button will appear in this area.
- **Quick Start Button:** If you are not tracking any Event Schedules, the Quick Start Button will appear in the My Tracked Event Schedules area of the Event Directory. Click the Quick Start button to go to the Quick Start page, which contains a "short list" of the Event Directory's most popular Event Schedules.
- **Title Bar Links:** The Event Category title bar includes a hierarchy of links leading back to the Event Directory top level (Index) page. Click on any link to return to that page.
- **Tracker Button:** Allows you to track an entire Event Schedule in the My Tracked Event Schedules area in the Event Directory, or in the Event Tracker panel in your Calendar.
- **List, Week, Month Tabs:** Click on the tab representing the calendar view you would like to

see.

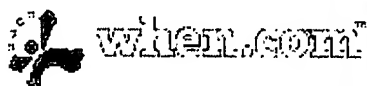
- **Paging Buttons** on either side of a Week or Month name allow you to page to different weeks or months, one at a time.
- **Monthly Calendar:** Located in the upper right hand corner of the Schedule. Allows you to jump directly to a specific day of the month. To move to different months, use the paging arrows on either side of the month name. (Appears in List and Week Views only.)
- **Yearly Calendar:** Located in the upper right hand corner of the Event Schedule. Click on any month to jump to it. To view months in a year other than the current one, change the year using the paging arrows at the top of the list of months. (Appears in Month View only.)
- **Edit Button:** Click to change your tracked Event Schedules.
- **Help Button:** Clicking the Help button in this or any other page will bring up a help window with information and tips about the current page.
- **Log Out Button:** Clicking the Log Out button will end your current session and take you to the Login window. You can always log back in using your Login Name and Password. It is a good idea to Log Out if you wish to prevent others from logging in to your account and changing your information after you leave your computer.
- **Add, Add to Your Calendar, or Add Checked Events to Your Calendar Button:** To add individual Events from an Event Schedule to your Calendar, check the check boxes next to the selected Events, then click one of these buttons.
- **Select All Button:** Click to check all the Events in this Schedule. To add the checked Events to your Calendar, click the the Add or Add to Your Calendar button.
- **Clear All Button:** Click to clear the check marks from any checked Events in this Schedule. This will not affect Events that have already been added to your Calendar from this Schedule.
- **Tell a Friend Button:** Click to notify friends (or remind yourself) about this Event Schedule via Email. (Appears in List and Details Views only.)
- **Next -- Events or Previous -- Events Links:** Click a link to view the next or previous page of listings in this Event Schedule. (Appears in List View only.)

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Systems

Brand Name Audio!

Go!

Bids Start at \$7

OurCalendar

Event Directory

What's New

kevin

⊕ ⊕

Wednesday 8am ⊕

4/7/1999 9am ⊕

10am ⊕

11am ⊕

noon ⊕

1pm ⊕

2pm ⊕

3pm ⊕

Today

4pm ⊕

5pm ⊕

4/7/99

Go

6pm ⊕

7pm ⊕

Add Appt

Options

Help

Log Out

Day Week Month



Weather Info

Pick a city

Edit

## Event Tracker

In this panel, you will see the Event Schedules that you are currently Tracking.

Get started with



To add other Event Schedules:

- Visit our [Event Directory](#) and browse its categories
- Find Event Schedules that interest you, then click the Tracker button
- Event Schedules you select appear here

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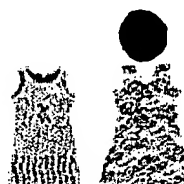
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**Spring Fever?**  
Shop now for fashion,  
home, gardens and more!



shopnow.com  
**Click Here**

OurCalendar

**Event Directory**

What's New

**Tip:** In this area,  
you will see the  
Event Schedules  
that you are  
currently Tracking.

The When.com

**Event Directory**

Find Event Schedules that match your interests and **TRACK** them on  
your calendar.

Get started with

**Quick Start****Help****Log Out****Books**Book Releases**Music**Concerts  
CD Releases**Computer & Internet**Chat Events  
Web Broadcasts**Special Interest** NEW!Wine Events**Cultural Events**Art, Classical Music, Dance,  
Opera, and Theater**Sports**Pro and College Teams**Finance** NEW!Earnings & Dividend Reports  
Upcoming IPOs**Television**Favorite Shows and Networks**Movies**Movies in Theaters  
Video Releases  
DVD Releases NEW!**Trade Shows**General Industry  
Technology**Reference**Holidays Horoscope Weather

**Tip:** Each Event Category has a unique set of Event Schedules that you can  
**TRACK** on your Calendar. For example, you can track the games of your  
favorite sports team on your Calendar.

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tired of the cold gray weather?

[OurCalendar](#)[Event Directory](#)[What's New](#)

### Create A Personal Calendar

[Help](#)[Log Out](#)

Welcome Back kevin!

Wednesday, April 07, 1999

We hope you continue to enjoy and explore our When.com. Please [let us know what you think](#) about When.com and how we can make our service more valuable to you.

### Highlights

[Career Fairs](#) - See who's hiring in your area and find a great new job in the career fairs section of the [general industry trade show](#) channel.

### What's New

We've added a lot of new content to When.com since your last visit, including:

[Finance](#) - Stay on top of the market like a pro with our new [Finance](#) channel. Track earnings announcements, [IPO's](#), dividend release schedules, stock splits, and much more.

[Wine](#) - Want to find the perfect wine to go with dinner, or find a wine tasting event in your area? Just visit our new [Wine](#) channel and stay on top of all the latest events in the world of wine.

[DVD Releases](#) - Now you can track and order new DVD releases.

### Hints and Tips

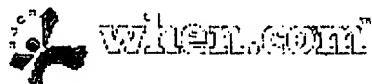
For more convenient access to your personal or group calendar, make When.com your homepage. Just go to our [help pages](#) for easy instructions.

[Go to the Event Directory](#)[Go to your Calendar](#)

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## Event Tracker Quick Start

Select event categories of interest and we will track and display events in these categories. You can modify your selections at any time.

### Movies

- ☐ New Releases (All movies released in the last 30 days.)
- ☐ Coming Soon (Movies coming out in the next 2 weeks.)

### Music: New Releases

- |                                      |                                      |   |
|--------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Alternative | <input type="checkbox"/> Electronica | <input type="checkbox"/> Rock/Pop         |
| <input type="checkbox"/> Blues       | <input type="checkbox"/> Indie Rock  | <input type="checkbox"/> Soundtracks      |
| <input type="checkbox"/> Classical   | <input type="checkbox"/> Jazz        | <input type="checkbox"/> Various & Family |
| <input type="checkbox"/> Country     | <input type="checkbox"/> R&B/Hip-Hop | <input type="checkbox"/> World Music      |

### TV Shows

Time Zone:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> 20/20                    | <input type="checkbox"/> E.R.                        | <input type="checkbox"/> NewsRadio           |
| <input type="checkbox"/> 60 Minutes               | <input type="checkbox"/> Felicity                    | <input type="checkbox"/> Simpsons            |
| <input type="checkbox"/> Ally McBeal              | <input type="checkbox"/> Frasier                     | <input type="checkbox"/> South Park          |
| <input type="checkbox"/> Buffy the Vampire Slayer | <input type="checkbox"/> Friends                     | <input type="checkbox"/> Spin City           |
| <input type="checkbox"/> Chicago Hope             | <input type="checkbox"/> Home Improvement            | <input type="checkbox"/> Star Trek           |
| <input type="checkbox"/> Cupid                    | <input type="checkbox"/> Homicide                    | <input type="checkbox"/> Sunset Beach        |
| <input type="checkbox"/> Dateline NBC             | <input type="checkbox"/> Jesse                       | <input type="checkbox"/> Tonight Show        |
| <input type="checkbox"/> Dawson's Creek           | <input type="checkbox"/> Just Shoot Me               | <input type="checkbox"/> Touched by an Angel |
| <input type="checkbox"/> Dharma & Greg            | <input type="checkbox"/> Late Show with David Let... | <input type="checkbox"/> Veronica's Closet   |
| <input type="checkbox"/> Martial Law              | <input type="checkbox"/> Law and Order               | <input type="checkbox"/> Will & Grace        |
| <input type="checkbox"/> Drew Carey Show          | <input type="checkbox"/> Melrose Place               | <input type="checkbox"/> The X-Files         |

### Sports

Choose multiple teams by pressing the Ctrl key (Cmd key on Macs) while clicking on teams.

**NBA Basketball**

**Major League Baseball**

**Major League Soccer**

Atlanta Hawks  
Boston Celtics  
Charlotte Hornets  
Chicago Bulls  
Cleveland Cavaliers

Anaheim Angels  
Baltimore Orioles  
Boston Red Sox  
Chicago White Sox  
Cleveland Indians

Chicago Fire  
Colorado Rapids  
Columbus Crew  
Dallas Burn  
Kansas City Wizards

## Cultural Events

**Major Metro Areas:**

- ☐ Art ☐ Music ☐ Theatre  
☐ Dance ☐ Opera

If your city is not listed above, you may find it in these additional listings:

**More Metro Areas:**

Note: Art, theater, dance, music, and opera are combined for these areas.

## Videos: New Releases

- ☐ Action ☐ Documentary ☐ Horror  
☐ Art/Foreign ☐ Drama ☐ Sci-Fi  
☐ Comedy ☐ Family

## DVD Releases

- ☐ Action/Adventure ☐ Documentary ☐ Music  
☐ Animation ☐ Drama ☐ Sci-Fi/Fantasy  
☐ Classic ☐ Foreign ☐ Silent  
☐ Comedy ☐ Family ☐ Suspense  
☐ Cult

## Book Releases

- ☐ Art, Architecture & Photo... ☐ Cooking ☐ Nonfiction  
☐ Audiobooks ☐ Fiction & Literature ☐ Romance  
☐ Biography ☐ History ☐ Science Fiction & Fantasy  
☐ Business ☐ Kids ☐ Sports & Adventure  
☐ Computers ☐ Mystery ☐ Travel

Done

Cancel

## Still looking for more?

This page is a "quick list" of the most popular items to help you get started. Explore the Event Directory to view our complete listings and select other categories of interest.

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WHEN.COM™

**Beat the Winter Blahs****Appointment Details**[Help](#)**Title****Notes****Date**

Or click a date:

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**Time**  minDuration:  hrs  min☐ **No Specific Time**  
(e.g. vacation days, birthdays, etc.)**Repeating Events**Recurs: Until: **Event Type****Notify Attendees via Email**  
  
  

Selecting email addresses in this field will cause email to be sent out regarding this appointment.

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